



Montgomery County Maryland
Department of Permitting Services

255 Rockville Pike, 2nd Floor
Rockville, Maryland 20850-4153
(240) 777-6278 Fax (240) 777-6296
<http://permits.emontgomery.org>



APPLICATION FOR MECHANICAL PERMIT

A/P# _____ Building Permit # _____ Contact ID _____

ADDITIONAL REQUIREMENTS: A building permit must be issued prior to the issuance of a mechanical permit, unless otherwise Approved. An electrical permit is also required for any electrical work to be performed.

LOCATION OF BUILDING PREMISE

Street Address _____ Suite/Floor _____

City _____ State _____ Zip _____

APPLICANT (COMPANY/PERSON)

Name _____
Company/Person that Permit will be issued to

Street Address _____ Suite/Floor _____

City _____ State _____ Zip _____

Telephone # _____ Fax # _____ E-mail Address _____

Name of Firm _____ Phone # _____

Masters Name _____ State HVAC License # _____ Phone # _____

Signature of Master _____ Date _____

Contact _____ Telephone # _____

Property Owner _____ Date _____ Phone # _____

Equipment Detail ☐ Residential Building **Work Type** ☐ New **Construction Costs** Contract Value \$ _____

☐ Commercial Building ☐ Replace Equipment Value \$ _____

FEES

The minimum fee is \$50 for residential installations and \$80 for commercial installations. Depending on the extent of the work, the fee may be greater than the minimum. Except for one-and two family detached and attached dwellings, the base mechanical fee shall be 1.25% of the cost difference between the contract value and the value of listed equipment. This fee is in addition to the equipment fee listed in this Section.

NEW EQUIPMENT

Heating Equipment, up to 100 MBH	\$25.00
Each additional 100 MBH or fraction	\$10.00
Cooling Equipment, up to 5 ton capacity	\$25.00
Each additional 5 ton or fraction	\$10.00
Fuel Tanks, each 500 water gallons	\$40.00
Expansion Tanks, each 50 water gallons	\$40.00
Pre-fab Fire place, each	\$20.00
Pre-fab Chimney, each	\$10.00

REPLACEMENT EQUIPMENT/REPAIR

Heating Equipment, up to 100 MBH	\$20.00
Each additional 100 MBH or fraction	\$10.00
Cooling Equipment, up to 5 ton capacity	\$20.00
Each additional 5 ton capacity	\$10.00
Fuel Tanks, each 500 water gallons	\$30.00
Expansion Tanks, each 50 water gallons	\$30.00
Pre-fab Fire place, each	\$20.00
Pre-fab Chimney, each	\$10.00

OTHER FEES

Re-inspection fee	\$30.00
Work without permit	\$75.00
Consultation inspection	\$100.00/hr or fraction

KEY/UNITS

MBH = 1000Btuh	1KW = 3.4 MBH
WG = Water Gallon	Ton = 12,000 Btuh

CONTINUE ON REVERSE SIDE

CHECK ALL THAT APPLY

- ☐ Cooling Towers
 ☐ Commercial Hoods
 ☐ Ductwork
☐ Fuel-Oil Pumps
 ☐ Hydronic System Pump
 ☐ Piping of Equipment
☐ other: _____

PLEASE IDENTIFY WHICH OF THE FOLLOWING EQUIPMENT(S), ARE BEING INSTALED OR REPLACED. INDICATE CAPACITY AND QUANTITY AS APPROPRIATE.

	EQUIPMENT TYPE (CHECK, IF APPLICABLE)	CAPACITY	QTY
1	COOLING EQUIPMENT <input type="checkbox"/> Gas <input type="checkbox"/> Elec <input type="checkbox"/> Oil <input type="checkbox"/> Other Is this equipment a chiller <input type="checkbox"/> or refrigeration unit <input type="checkbox"/> ?	TONS	
2	HEATING EQUIPMENT <input type="checkbox"/> Gas <input type="checkbox"/> Elec <input type="checkbox"/> Oil <input type="checkbox"/> Other	MBH	
3	PRE-FAB FIREPLACE		
4	PRE-FAB CHIMNEY		
5	RESIDENTIAL BOILERS <input type="checkbox"/> Gas <input type="checkbox"/> Elec <input type="checkbox"/> Oil <input type="checkbox"/> Other	MBH	
6	TANKS (EXPANSION)	WG	
7	TANKS (FUEL-OIL, LP-GAS)	WG	

IDENTIFY ANY ADDITIONAL EQUIPMENT

ITEM # (1 through 7 in Section 6 above)	CAPACITY	QTY

AUTHORIZED AGENT AFFIDAVIT

I hearby declare and affirm, under the penalty of perjury, that

1. I am duly authorized to make this permit application on behalf of _____
2. The work proposed by this building permit application is authorized by the property owner; and
3. All matters and facts set forth in this Affidavit are true and correct to the best of my knowledge, information and belief.

Signature of Authorized Agent _____ Date _____

Print Name _____

AFFIDAVIT

In applying for an exemption from the licensing requirements to obtain a mechanical permit, the following must be true: (Check One)

- ☐ An individual owner of a single-family dwelling while that owner is practicing heating, ventilation, air-conditioning, or refrigeration services on or within a building or structure owned by the individual.
☐ An individual who is building a single-family dwelling in which that individual will reside while practicing heating, ventilation, air-conditioning, or refrigeration services on or within that dwelling.
☐ Other _____

All matters and facts set forth in this Affidavit are true and correct to the best of my knowledge, information, and belief., I hereby declare and affirm, under the penalty of perjury, all of the above:

Signature of Property Owner _____ Date _____

Print Name _____